



# COUNTY OF YORK

## BOARD OF ELECTIONS

### Poll Worker Manual

Last updated: 10/04/2021

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# General Information

## Important Numbers

**York County Elections and Voter Registration Office**

**717-771-9604** – general line

**717-771-9640** – equipment issues (Please do not give this number out to the public.)

8:00 AM – 4:30 PM Monday – Friday

6:00 AM – 11:00 PM Election Day

**After-hours cell phone to EVR Employee**

**717-487-3382**

- **Friday before Election Day**  
If you do not have all your supplies or you have materials belonging to another district  
717-487-3382.
- **Monday night before election, 4:30 PM until 8:00 PM**  
Polling Place problems, voting equipment problems, 717-487-3382.
- **Election Day (6:00 AM to 11:00 PM)**  
York County Elections and Voter Registration: 717-771-9604  
The office will be staffed by the Elections work group and members of the telephone bank.
- **Judges of Election ONLY – Equipment Issues**  
The following direct numbers are special lines available to the Judges of Election ONLY for quick response to EQUIPMENT PROBLEMS ONLY and will be staffed beginning at 6 AM on Election Day  
– **717-771-9640**

*Please do not give this number out to the public.*

The public should call 717-771-9604 with any questions. Official answers are also available from the Department of State on its hotline at 877-868-3772.

## Poll Support

The role of the Election Office on Election Day is poll support. Our main focus is to provide the poll workers with the support and assistance for whatever is needed to keep the polls operating smoothly and efficiently. We have onsite technicians available from our voting system vendor to assist with voting machine issues and roving technicians are available for support with supplies or technical support.

- When reporting problems with a piece of equipment, please provide a detailed description of the problem.

- The Election Office needs to be aware of all problems encountered throughout the day, even if they may have been resolved by the poll workers or rovers.
- Please report any and all voter complaints. It is important that we have your version of the issue.
  - You may offer the Statement of Complaint form to voters with HAVA complaints.
- Report any trouble or complaints from or with poll watchers immediately.
- Report any problems with people campaigning outside the polling place.

#### **CONTACT THE ELECTIONS OFFICE IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS:**

- Any situation involving emergency services (police/fire/ambulance),
- Non-functioning voting machine, machine with missing security tabs, or total scanned machine count is not 0 before polls open,
- Missing supplies,
- If any of the designated poll workers have not arrived by 6:45 AM,
- A voter whose name does not appear in the poll book (you may check your street list or their status on [vote.pa.gov](http://vote.pa.gov)),
- Any suspected fraudulent activity,
- If you have any questions or problems during the day.

#### **Urgent Notices**

- Should there be an urgent need to reach out to the Judges during Election Day, the Elections Office will utilize Everbridge to send out a mass text message and/or phone call.
- Please be sure the office has an accurate cell phone number to contact you.
- If you need a cell phone, please let us know and you can borrow one from the county.

#### **General Rules**

- We respect everyone's right to a political opinion; however, you may not discuss it at the polls on Election Day. It is deemed unacceptable and unprofessional to voice a personal opinion on any candidate or views of any political party while working at the polls.
- York County strives to create a fair and impartial atmosphere at the polls where all voters feel comfortable and confident when voting.
- If a poll worker should take a break outside, they should not engage in conversation with any candidate or campaign workers outside the polling place. This includes constables, unless it is in the capacity of carrying out their duties as an Election Official.
- Report any trouble with equipment to the Election Office immediately.
- Report any complaints from or altercations with voters immediately.
- Poll workers may not bring children to the polls.
- The only person who should have a cell phone at the tables is the Judge of Elections. If you need to make a personal call, please do it on a break in another area.

- All poll workers must arrive at the polls on time.
- **There is to be absolutely no campaigning inside the polling place.**
- During elections when Judges and Inspectors of Election are on the ballot, there is to be no campaigning or mention of running for office inside the polling place.
- Any poll worker running for an elected position on the ballot (excluding Judge or Inspector of Election) is NOT permitted to work the polls.
- Judges are required to work the election from the time the polls open until the polls close and results are tallied. Inspectors and clerks may work half-days with prior permission of the local Election Board.
- Poll workers are expected to obey the smoking policy of the polling site.
- Media/Photography:
  - Recording video of the inside of the polling place is strictly prohibited. If the media comes to your polling place, do not let them record inside. Please direct them to the County Elections Office for any questions they may have. You do not have to speak to the media.
  - Photography is generally discouraged inside the polling place. Please do not allow voters to photograph other voters or voting machines inside the polling place. If a person would like to take a picture of themselves, please direct them to an area of the polling place with no other voters (near the American flag is a great place).

## **Penalties**

Anyone who intentionally refuses to permit a person to vote who is entitled under the law to vote commits a crime under the Federal Voting Rights Act of 1965 and the Pennsylvania Election Code.

**If an individual's identity or residence in the election district is challenged by a qualified elector, Election Officer, Overseer or Watch and the Judge of Election finds the challenge to be well-founded, under Federal and Pennsylvania law the individual must be offered the opportunity to cast a *provisional ballot*, if the individual affirms in writing that they are a registered elector and qualified to vote in the election district.**

## Interacting with People with Disabilities or Language Barriers

- Speak directly to the person rather than through a companion/interpreter or sign language interpreter who may be present. If you are aware of the need to have a sign language or other language interpreter at your polling place, please notify the Elections Office prior to Election Day.
- When speaking to a non-native speaker of English, never adopt their accent in an attempt to be better understood. Do not assume a person with a disability or a language barrier has a hearing problem. There is no need to shout.
- Don't assume that a person with a physical disability or speech impediment also has a cognitive or mental disability.
- It's important to remember that just because a person speaks with an accent, it doesn't mean they "think" with an accent. Someone who has difficulty speaking English may be extremely intelligent but unable to express themselves clearly. Be patient.
- If the person has a visual disability, introduce yourself and others who may be with you. When conversing in a group, remember to identify the person to whom you are speaking.
- Tap a deaf person on the shoulder to gain their attention or wave your hand in their line of sight. Look directly at the person and speak clearly, slowly, and expressively to establish if the person can read your lips. Never shout to a person. This compromises their right to privacy in voting. Just speak in a normal tone of voice. Have a pen and paper handy to use as a means of communication.
- Listen attentively to people who have difficulty speaking whether it is a disability or a language barrier; allow them to finish speaking. Ask short questions that require short answers, or a nod of the head. Never pretend to understand; instead repeat what you have understood and allow the person to respond. Be patient. Take as much time as necessary.
- Do not lean or hang on an individual's wheelchair. Any type of assisting device is considered an individual's personal space. This also applies to people with guide or help dogs. Never distract a work animal from their job without the owner's permission.
- If assistance is offered, wait until the voter accepts the offer; otherwise, the voter may be offended if it is assumed that they need help.
- Be familiar with the ICX-ADA voting system, which is ONLY to be used by those with visual, auditory, or mobility impairments.

## **Department of State Preferred Translations for Elections**



## **The People of the Polls**

## Persons Permitted in the Polling Place

### 6:00 AM until Polls Open:

- Poll workers/members of the local Election Board
- Poll watchers with proper watcher certificates

Only one watcher per political entity (candidates, parties, and other bodies) is permitted in the polling place at any given time. More information about Poll Watchers can be found in the Poll Watcher section.

### During Election Hours *(7:00 AM until the last person in line at 8:00 PM has voted)*:

- Voters and their children
- Poll workers/members of the local Election Board
- Poll watchers
- Election Department employees on official business
- Rovers

Police and Constables are also allowed if summoned by a member of the Election Board.

Candidates are permitted inside the polling place **ONLY** when casting their vote. Candidates may not serve as Poll Watchers. They may not engage in any political activity while inside the polling place.

Media personnel are not allowed inside the polling place without permission from the Board of Elections, its agents, or the Judge of Elections. They are not allowed to film or photograph inside the polling place. Please direct all media inquiries to the Elections and Voter Registration Office.

### After Polls Close:

- Members of the Election Board
- Watchers
- Candidates

### Outside the Polling Place:

Any number of people may stand outside the polling place; **HOWEVER**, anyone engaged in political activity must stand **at least ten feet from the EXTERIOR entrance of the polling place**. Signs may only be put in the ground, unless disallowed by organization on whose property the polling place resides.

# Emergencies

## Emergency Procedure

1. DIAL 911 IMMEDIATELY if any emergency requires police, fire, and/or medical response. Be prepared to provide the dispatcher with the following information:
  - a. Physical 911 address of the polling place (found in your Polling Place List). Please inform the dispatcher that the location is a polling place.  

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  - b. Municipality (city/borough/township) where the polling place is located.  

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  - c. Phone number where you can be reached in case the call is disconnected.  

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  - d. Nature of the emergency.
  - e. Inform the dispatcher that the location is a polling place.
2. If a 911 dispatcher, police/fire/medical responder, representative of the facility where the polling place is located, or your own judgement determines that the polling place needs to be evacuated as a result of an emergency situation, you should only take poll books and supplies with you if time and circumstances permit. HUMAN LIVES ARE MORE IMPORTANT THAN PROPERTY.
3. Contact the Elections Office to let us know of the situation and provide support.

**After contacting 911 and evacuating the polling place, contact the Elections Office to mobilize additional county employees in order to help you relocate the polling site to an alternate location.**

## Emergency Situations

Prior to the opening of your polling place, please review any existing emergency plans for the facility. This includes fire, evacuation, and other emergency procedures.

In the event of an emergency while the poll is open, follow the polling place emergency procedures. If the building does not have an Emergency Plan, the following general emergency procedures shall be followed:

In the event of a life-threatening situation, call 911. After calling 911 or if the situation is a non-threatening situation (i.e. loss of power), notify the Elections Office at 717-771-9604.

In the event of an evacuation, keep poll workers and voters out of the building. If time and conditions permit, take all poll books with you and safeguard the books. All poll workers shall meet outside and the Judge of Elections shall make sure everyone is accounted for. Poll workers can wait in vehicles while awaiting further instructions as to relocation of voting location or other pertinent information.

**FIRE/GAS LEAKS:**

Evacuate the building and call 911. If time and conditions permit, take all poll books with you and safeguard the books. All poll workers shall meet outside and the Judge of Elections shall make sure everyone is accounted for. Notify the Elections Office at 717-771-9604.

**SEVERE WEATHER/TORNADO:**

Seek shelter in the lowest level of the building away from windows or in an interior room with a door (i.e. bathroom) if there is no basement. The Judge of Elections shall make sure everyone is accounted for. If time and conditions permit, take all poll books with you and safeguard the books. If a tornado, everyone who is able to do so should get on their knees and elbows while protecting their head. Notify the Elections Office at 717-771-9604.

**LOSS OF POWER:**

Notify the Elections Office at 717-771-9604. Open any blinds and/or curtains to allow as much natural light as possible. Voters may continue to vote using the paper ballots and insert the voted ballots into the "emergency slot" on the side of the black scanner tub. If the power has been restored, after the polls have closed, please scan the voted ballots from the emergency slot. If the power has not been restored by the time polls have closed, please put the voted ballots from the emergency slot into the Emergency Ballot Envelope.

**SUSPICIOUS PACKAGE/BOMB THREAT:**

Do not touch/move the suspicious item(s). Evacuate the building and call 911. The Judge of Elections shall make sure everyone is accounted for. If time and conditions permit, take all poll books with you and safeguard the books. Notify the Elections Office at 717-771-9604. Await further guidance from law enforcement.

**WEAPONS SITUATION:**

If the weapon is displayed in a hostile way, if possible, immediately contact the constable on duty at your poll. If there is no constable, call 911. **Do not do anything to further agitate the person** with the weapon. Also, if possible, evacuate the building. If time and conditions permit, take all poll books with you and safeguard the books. The Judge of Elections shall make sure everyone is accounted for. If evacuation is not possible, seek safety in areas of the facility (i.e. restrooms, under desks, in closets, etc). Notify the Elections Office at 717-771-9604 immediately.

**OTHER SITUATIONS:**

Use common sense and take all steps necessary to ensure the safety and protection of workers and voters.

## **A Framework to Understand Possible Disturbances at the Polls**

# Poll Worker Descriptions and Duties

## Poll Worker Qualifications

- Must be registered to vote in York County.
  - 17-year-old high school students are eligible to work with permission from their parent/guardian and high school principal.
- Government officials and government employees are not eligible to work the polls.
  - No person shall be qualified to serve as an election officer who shall hold, or shall within two months have held any office, appointment, or employment in or under the government of the United States or Pennsylvania, or of any city or county, or of any municipal board, commission, or trust in any city.
  - Exceptions for district judges, notaries public, and members of the PA National Guard or in a reserve component of the armed forces of the United States.
- Generally, people are not allowed to serve if their name appears on the ballot.
  - Exceptions for poll workers on the ballot as a Judge of Elections or Inspector of Elections.
  - Constables are not considered to be poll workers and are able to serve in their elected capacity on Election Day.
- Poll workers are paid for their service:

Position	Day Rate	Additional Compensation
Judge of Elections	\$175.00	\$25.00 for attendance at training. Adopted rate of mileage for delivery of returns on Election Night from polling place to drop off site and back. Day rate already includes picking up of supplies.
Majority Inspector	\$150.00	\$25.00 for attendance at training.
Minority Inspector	\$150.00	\$25.00 for attendance at training.
Clerk	\$150.00	\$25.00 for attendance at training.
Half Day	\$75.00	
Machine Inspector	\$150.00	\$25.00 for attendance at training.
Half Day	\$75.00	
Students	\$50	\$25.00 for attendance at training.

## Specific Roles/Responsibilities of Local Election Boards

Just as York County is a diverse community, so too are each of the Election Districts that comprise the county. Some election districts require only three poll workers, while others require as many as 12 or more.

### Judge of Election

- This is an elected position that runs every four years. The position is up for election the year after presidential elections. If a Judge cannot fulfill their term or must step out for one election, they must find and appoint a replacement with approval from the Board of Elections. If a

vacancy exists on or during Election Day, notify the Office of Elections and Voter Registration immediately.

- Must be available for election supplies drop off before the election.
- Contacts inspectors and other election workers prior to Election Day to ensure availability and finds replacements, if necessary.
- Contact the polling place prior to Election Day to secure entry on Election Day and ensures tables/chairs are set up.
- Must arrive at the polls by 6:00 AM to prepare polls for prompt 7:00 AM opening to the voters.
- In charge of the polling site on Election Day, assigns duties of the day, and takes the lead on any issues that arise throughout the day (with Elections Office support).
- Responsible for keeping order in the polling place and may call upon various law enforcement authorities to assist them to that end
- Take lead in opening supplies, setting up, and closing voting systems.
- Oversee and prepare reports at the end of the day.
- Process all paperwork to be returned to Elections Office that election night.
- May not go home on election night until all paperwork, supplies, and CF cards from each scanner are delivered to the Elections Office.
- Judges must work the full day.

#### Majority & Minority Inspectors

- This is an elected position that runs every four years. The position is up for election the year after presidential elections and shows on the ballot as “Inspector of Elections”. There are two inspectors, a majority and a minority inspector. Officially, the Majority Inspector receives the highest votes at the last election of inspectors and the Minority Inspector receives the second highest votes from the opposing party. If a vacancy occurs, the Board of Elections will appoint someone, with the input of the Judge of Election. When appointed, the most recent inspector appointed is the minority inspector.
- Must arrive at the polls by 6:00 AM to assist in preparing polls for prompt 7:00 AM opening to the voters.
- Check the voters in at the poll books.
- Perform other duties as assigned by the Judge of Election.
- Help close voting system and prepare results reports at the end of the day.
- The Minority Inspector keeps Envelope B, which holds a set of the election returns, for one year.
- May not go home on Election night until all paperwork, supplies and CF cards from each scanner are delivered to the Elections Office.
- Inspectors must work the full day.

#### Clerks

- If clerks are needed, these positions are appointed by the Judge of Elections.
- Must arrive at the polls by 6:00 AM to assist in preparing polls for prompt 7:00 AM opening to the voters.
- Perform duties as assigned by Judge of Election. In large precincts, this may include maintaining the Numbered List of Voters, one of the alphabetical groupings of the blue poll books, or checking the names of voters in the white street list who are arriving at the polls to ensure the voter is at the correct polling place.
- Help close voting system and prepare results reports at the end of the day.

- May not go home until dismissed by the Judge.
- Clerks can work a full or half day shift (half day is 6:00-1:30 or 1:30-9:00 (or close)).

#### Machine Inspectors

- If machine inspectors are needed, these positions are appointed by the Judge of Election.
- Must arrive at the polls 6:00 AM to assist in preparing polls for prompt 7:00 AM opening to the voters.
- Perform duties as assigned by Judge of Election. In large precincts, this work generally will be to ensure voters with ballots reach a privacy screen/booth, oversee voters submitting their marked ballot to a scanner, handle any machine issues, distribute “I Voted” stickers, and ensure the voter leaves the polling place.
- Help close the voting system and prepare results reports at the end of the day.
- May not go home until dismissed by the Judge.
- Machine inspectors can work a full or half day shift (half day is 6:00-1:30 or 1:30-9:00 (or close)).

#### Other people at the polling place

- Students: High school students aged 17 or older may work at a polling place with permission from their parent/guardian and high school principal. Contact the Elections Office for the permission form. This form needs to be returned to the Elections Office before Election Day.
- Constables: Constables are assigned to one or more polling places to help keep the peace.
- Poll Watchers: Poll watchers may get assigned to a polling place from a political party to ensure the polling place is complying with all rules/regulations (see section on poll watchers for more information).

While the above is a general overview, the specific duties are determined based on the size of the election district and the preference of the Judge of Election, who is responsible for the effective management of the polling place.

#### **DUTIES OF ALL POLL WORKERS:**

All poll workers will be expected to:

- Sign the Election Officers’ Oath to conduct the election properly and lawfully and assist voters as necessary in a courteous manner.
- Fulfill all duties assigned by the Judge of Election.
- Understand the use of the voting systems and how to process a voter.
- NOT discuss their opinions with other poll workers or voters concerning candidates, political parties, or ballot issues. Poll workers CANNOT wear partisan clothing, stickers, buttons, etc. inside the polling place.
- Follow the instruction of the Judge of Election. All poll workers are to assist in the set-up and close of the voting equipment and polling place. At least two poll workers should work together to set-up and close each voting system.
- Sign the white pay sheet. Provide your complete and current mailing address to ensure timely delivery of your check and **PRINT LEGIBLY!**



- Prohibit the posting or distributing of any partisan material inside the polling place. Voters may wear partisan clothing (hats and shirts), as well as stickers and buttons inside the polling place, but they may NOT campaign for candidates inside the polling place.

## Prohibited for Workers

It is essential that poll workers conduct themselves in a non-political manner. Therefore, **the following is prohibited while serving as a poll worker** on Election Day:

- Speaking for or against any party, candidate, or issue – even in a joking way – regardless of whether or not it is actually on the ballot;
- Wearing any campaign paraphernalia;
- Giving advice on who to vote for or what to vote for to anyone, even if you are asked by a voter;
- Answering a voter’s questions, unless you are 100% certain you are correct. Otherwise please refer them to the Judge of Election or the Elections and Voter Registration Office.

**ANYONE THAT IS NOT IN THE PROCESS OF VOTING, WAITING TO VOTE, SERVING AS A POLL WATCHER OR POLL WORKER IS NOT ALLOWED INSIDE THE PRECINCT (exceptions for church secretaries and janitors who are out of the way, children with parents, etc.)**

## Poll Watchers

- **What is a poll watcher’s function?**  
Poll watchers are appointed by candidates or political parties to “watch” the election proceedings on Election Day in the interest of the candidates they represent. They are **not permitted to interfere** with the election workers **nor** are they permitted to intimidate or solicit the voters in any way. They are **not** permitted to wear or bring any campaign material inside the polling place.
- **Does a poll watcher have to provide some form of identification?**  
Yes – each watcher shall be provided with a certificate from the County Election office stating their name and the name of the candidate, party or political body they represent. Upon arrival at the polling place the watcher must present their certificate to the Judge of Elections. The Judge should not take the certificate, but return it to the poll watcher. See below for an example of a Poll Watcher Certificate.
- **Are poll watchers allowed to inspect the Numbered List of Voters?**  
Yes – only upon request, in the presence of the Judge of Elections, and only during intervals when no voters are present.
- **Can a watcher serve in a district other than the one in which they are registered to vote?**  
Yes – a watcher may serve in a district other than they are registered and they may watch in different districts during Election Day. However, a poll watcher **must be a qualified registered voter of the county** in which they are serving as a watcher.

Commonwealth of Pennsylvania  
County of York  
**Watcher's Certificate**

This will certify that \_\_\_\_\_ residing  
at \_\_\_\_\_ has been regularly appointed as a WATCHER  
for the \_\_\_\_\_ District of \_\_\_\_\_ (City, Boro, Twp.)  
by \_\_\_\_\_, candidate for \_\_\_\_\_ office  
or by \_\_\_\_\_, Chairperson of the \_\_\_\_\_ party  
to serve at the General Election to be held on the 3rd day of November, 2020.

Witness our hands and official seal. County Board of Elections



NOTE: Each candidate may appoint two Watchers of each district where he/she is on the ballot. Each Political party and each political body is entitled to three Watchers, but no candidate, party or Political body shall be represented by more than one Watcher in the same voting room at any one time. Watchers are required to show their certificate when requested to do so.

- **Who appoints the poll watchers?**

A poll watcher is appointed by a candidate, political party or political body. Each **candidate** is entitled to **appoint two watchers** in each election district in which such candidate is voted for. However, all watchers so appointed can serve in different districts. Each **political party** and each **political body** which have nominated candidates in accordance with the law **shall be entitled to three watchers**.

- **How many watchers are permitted inside the polling places?**

**Only one watcher** for each candidate, party, or political body (at general, municipal or special elections) shall be allowed to remain in the polling place **at any one time** prior to the close of the polls.

- **Is a watcher permitted to remain inside the polling place after it closes?**

Yes – after the close of the polls and while the poll workers prepare materials for return, all watchers shall be permitted to be in the polling place outside the enclosed space. Watchers are permitted to obtain totals from the results tapes once they are printed, plus the results are posted on the door of the polling place.

Poll watchers are not to approach the voters inside the polling place.

If a poll watcher has questions or concerns while inside the poll, they must address such to the Judge of Elections or the Elections Office. If there is an issue in resolving the question/concern, the Judge of Elections should immediately contact the Election Office 717-771-9604.

# Opening the Polls

## Setting Up Your Polling Place

### Inside the Building

Judges are responsible for setting up and arranging the polling location, ensuring:

- Deliveries have been made to the correct polling location.
- Voter privacy at the voting stations, including any seated stations. Ensure at least one station is available at seated height. Be mindful of voter foot traffic and exterior windows when arranging the room.
- Workstations are arranged to process voters in an orderly manner.
- A public area for poll watchers is distinguishable from the voting area; the public area must provide ample space to observe the election without disrupting the voting process.

Tables, chairs, signage, and required postings may be set-up the night before (if your polling place allows access). Please check your equipment labels to ensure the machines and supplies have been delivered to the correct location. Machines may not be set-up until Election Day morning.

#### Required Postings:

- (5) Sample Ballots
- (3) General Information and Instructions (English and Spanish) (pink)
- (3) Notice of Prohibitions and Penalties (English and Spanish) (blue)
- (3) Summary of Voter Registration Procedures (even years) (orange)
- (3) Individual Rights Under Federal Law (even years) (yellow)
- (3) Plain English & Spanish Statements for Ballot Questions, if applicable
- Absentee Voter List (black bag)

Judges may receive additional materials in their white boxes prior to Election Day.

Example of a polling place layout if space allows:

**Single Precinct**

The diagram illustrates the layout of a single precinct, showing the flow of voters through various stations and areas.

**Public Area:** The entrance area where voters enter the precinct.

**Station 1 - Check-in:** Located near the entrance, this station includes the following tasks:

1. Complete Application to Vote
2. Verify Pct./Polling Location
3. Check Voter ID/Affidavit
4. Offer voting instructions
5. Traffic control

**Station 2 - Processing:** This station involves the following tasks:

1. Locate Voter and enter in EPB
2. Issue ballot/record number and initial Application to Vote
3. Place ballot in secrecy sleeve

**Station 3 - Tabulator:** This station includes the following tasks:

1. Verify ballot serial number/ remove stub and retain
2. Spindle Application to Vote
3. Assist with ballot jams and rejected ballots
4. Facilitate "Spoiled Ballot" procedure

**Voting Stations:** A row of stations where voters cast their ballots. A "Front" label is placed near the first station.

**Help Desk:** Located near the Voting Stations, it provides assistance with the following tasks:

1. If name not on list, contact clerk; complete provisional ballot form envelope
2. Resolve QVF Status Flags (V, CH, ID, AV) issues
3. Complete Change of Address / Cancellation Authorization form

**Voter Assist Terminal:** A terminal located near the Help Desk, labeled "Front".

**Tabulator:** A circular area labeled "10 Foot Restricted Area" containing a "Tabulator" machine.

**Flow:** Dashed arrows indicate the flow of voters from the Public Area through Station 1, Station 2, Station 3, and the Voting Stations, and from the Tabulator back to the Public Area.

## Outside the Building

- Ensure that the main entrances are fully accessible to the elderly and disabled
- Measure and identify the area where individuals who wish to solicit voters outside the poll may conduct their activities (electioneering/campaigning).
  - **At least 10' from the EXTERIOR entrance to the building**
- Place "Vote Here" signs (Wire delivered to the polling place and located in storage closet with the machines. Plastic signs located in white box.).

## Poll Worker Supplies List

This list contains supplies that are provided by the Elections Office. The white box and black bag are delivered to the Judge of Elections the Friday evening or Saturday before the election.

Other supplies that poll workers may want to bring include scissors, flashlight, paper clips, stapler/staples, clipboard, needle-nose pliers, and alphabetical line signs (ex. A-K, L-Z), etc. Poll workers may also want to bring comfort items such as chair cushions, sweatshirts/jackets, phone chargers, food, beverages, etc. Food is typically coordinated by the Judge of Elections (pot luck/boxed lunch/order out).

**In the White (Corrugated) Box: Can be opened prior to Election Day.** All supplies get returned to the Elections Office at the end of the night.

Poll Worker Guide (binder)

- 1 Election Officials' Information Card
- 1 Election Day Digest
- 1 Voting on the ADA Unit
- 1 Setting up the IMAgeCast X (ADA) Instruction Packet
- 1 Scanner Instruction Packet

Clip of Forms to Fill Out:

- 1 Elections Officers' Oath (carbon copy)
- 1 Affidavit of Voter Identification
- 30 Affirmation of Elector
- 10 Declaration of the Need for Assistance to Vote
- 1 Record of Assisted Voters
- 1 Statement of Complaint
- 1 set Numbered List of Voters
- Election Return Envelopes (1 each): A-I, K
- 10 Poll Worker Interest "We Need You" Forms

Clip of Postings:

- (3) General Information and Instructions (English and Spanish) (pink)
- (3) Notice of Prohibitions and Penalties (English and Spanish) (blue)
- (3) Summary of Voter Registration Procedures (even years) (orange)
- (3) Individual Rights Under Federal Law (even years) (yellow)
- 2 paper "Vote Here" signs

- 1 orange Mail-in/Provisional Ballot Process

Other Supplies:

- 30 Voter Registration Forms
- 1 American flag
- 24 Ultra-Fine Sharpies (minimum). Larger precincts will have more in the black bag.
- Plastic bag with additional supplies:
  - 1 roll “I Voted” stickers
  - 2 gold seals for A and B envelopes
  - 15 election officers name tags
  - 1 set alphabet tabs for poll books
  - 1 roll of masking tape
  - 1 roll of Scotch tape
  - 1 ruled paper pad
  - 8 blue ball point pens
  - 1 plastic bag with seal locks (2 blue locks, 3 red “bunny ears”, 15 red locks) for closing
  - 1 Sortwik
  - 1 AC plug adaptor
  - 2 plastic “Vote Here” signs (wire frames delivered with voting equipment. Additional signs for larger precincts located in black bag.)
  - 1 black marker for spoiled ballots or other use

**In the Sealed Black Bag: Cannot be opened until Election Day** and must be opened in the presence of other poll workers. All supplies get returned to the Elections Office at the end of the night.

- Judge of Elections lanyard with keys, codes, and cards
- Poll books and supplemental poll books
- Provisional voting declaration envelopes, secrecy envelopes, and return envelopes
- 50 Declaration for Mail-in/Absentee ballot surrender
- 4 Return Statement Sheets
- 3 sample ballots
- 1 Street List for the election district
- Absentee Voter List for the election district
- 1 Notes Sheet
- 1 manila envelope to return Notes sheet
- 1 blue CF cartridge return bag
- 1 Spoiled Ballot Envelope (Y envelope)
- 20 Spoiled Ballot Logs (inside Y envelope)
- 1 manila envelope for Emergency Ballots (ballots that wouldn’t scan)
- 30 manila privacy folders
- 2 pay sheets (poll workers only sign once)
- 1 polling place list
- Plain English/Spanish version of ballot questions for posting, if applicable

**Supplies Delivered to Polling Places:** All supplies delivered to the polling place stay at the polling place at the end of the night (returned to the supply closet) except for the rolling blue bag and marked ballots. **Unused ballots will be placed and locked back in the emptied ballot box at the end of the night.**

- Voting machines (number varies per precinct)
  - ImageCast Precinct ICP Scanner
  - ImageCast X ICX-ADA Unit
  - Ballots are located inside ICP Scanner (both Election Day and Provisional)
- Wire for “Vote Here” signs
- “Line Starts Here” cones
- Cardboard privacy shields
- Extension cords
- Rolling blue ballot bag
- Special requests from poll workers/polling place (additional tables, chairs)
- PPE boxes and barriers (if applicable)

## Opening the Polls Checklist

**Doors open at 7:00 AM sharp** – not a minute sooner or later! Use the same watch/clock/phone for the opening and closing times in order to be consistent during the day.

Delegate tasks to your poll workers. It is not the judge’s sole responsibility to open/close the polls. It is the team’s responsibility.

1. Poll workers must be at the polls by 6 A.M.
2. Check the labels on all your voting equipment and supplies to ensure your voting precinct name/number is correct and proper delivery has been made. Please call the Elections Office ASAP if there was a delivery error.
3. The Judge of Elections will unlock and open the black election bag in the presence of all poll workers. Find and remove the following three sets of documents from the black bag and white box. You will need these to open the polls:
  - a. **Elections Officers’ Oath** (white box)
  - b. **Pay Sheet** (black bag)
  - c. **Return Statement Sheets** (4 copies) (black bag)
4. Using the **Elections Officers’ Oath**, Minority Inspector swears in the Judge of Election (JOE).
5. The Judge of Elections will then administer the **Election Officers’ Oath** to all poll workers (all poll workers sign the oath) and assign duties. Place one copy in **Envelope G** and one copy in **Envelope H**.

6. Check contents of the black election bag and white box (see next page or white box for list of supplies). Call the Elections Office for any missing materials.
7. Have all poll workers sign the **pay sheet** and indicate if they are working a full or half day (be sure to have afternoon workers sign the **pay sheet** when they arrive). Call the Elections Office at 717-771-9604 about any vacancies (no-show workers) on the board. Refer to “Filling Vacancies on the Election Board” section of the Election Day Digest.
8. Set up your polling place: Delegate tasks to your poll workers.
  - a. Set up your tables and chairs (unless already completed the night before)
  - b. Organize your Judge materials on a separate table from your poll workers
    - i. Provisional ballot materials
    - ii. Declaration to surrender a mail-in/absentee ballot
    - iii. Lettered envelopes
    - iv. Other paperwork throughout the day
  - c. Set up your poll book table with lines according to the poll books.
    - i. Use the alphabet tabs to mark your poll books.
    - ii. Set out your Numbered List of Voters.
    - iii. Place your Sharpies, pens, secrecy folders, etc.
  - d. Place your “Vote Here” signs outside
  - e. Mark 10’ from the exterior entrance to the polling place for campaigners
9. **Post the following documents in a conspicuous location in the polling place.**
  - a. (5) Sample Ballots
  - b. (3) General Information and Instructions (English and Spanish) (pink)
  - c. (3) Notice of Prohibitions and Penalties (English and Spanish) (blue)
  - d. (3) Summary of Voter Registration Procedures (even years) (orange)
  - e. (3) Individual Rights Under Federal Law (even years) (yellow)
  - f. (3) Plain English & Spanish Statements for Ballot Questions, if applicable
  - g. Absentee Voter List (black bag)

*Judges may receive additional materials in their Supply Bag prior to Election Day.*

Set-up your voting equipment (see Opening the Polls Checklist on the next page). You will need the four Statement Sheets (white box), your Judge lanyard (black bag), a pen, scissors, and clip board if available. You may also need the extension cords (supply closet) and adaptors (white box). It is best to have one person read the instructions and a second person perform the tasks.



## Opening the Polls Checklist - Machines

### Seal Color Guide

Red	To be opened during normal opening/close procedures
Yellow	May be opened during special/emergency procedures
Blue	Not to be opened

### Set up the ImageCast Precinct (ICP - Scanner):

- a. Have your Judge lanyard, one copy of your **Statement Sheets**, and a pen with you. Retrieve power cord adapters from your white box (if needed).
- b. Retrieve scanner and extension cords from storage closet and roll unit to a location near a wall and power source. Lock the wheels.
- c. Locate the two **RED** seals on the front and back cover of the scanner. Record seal numbers on **Statement Sheet**. Remove **RED** seals from front and back of cover.
- d. Unlock both sides of cover with small, notched key on your Judge lanyard.
- e. Remove cover and store in a safe location until after polls close.
- f. Locate the ballot box door (bottom of the scanner). Break and remove the **RED** seal on ballot box door and record seal number on **Statement Sheet**. Open the ballot box door.
- g. Remove all packs of wrapped Election Day and Provisional Ballots from the ballot storage area. Record the total number of Election Day and Provisional ballots received on **Statement Sheet** and keep in a secure place until needed. Keep Provisional Ballots separate from Election Day Ballots.
- h. Ensure the white write-in slot at the top of the ballot box is unlocked and open.
- i. Close ballot box door and put a new **RED** seal on door (no need to record new seal number).
- j. Uncoil power cord from power cord storage area on top rear of unit (hatch has a symbol of a power cable on it).
- k. Plug ICP Scanner into outlet - unit will turn on automatically – there is NO power switch. Use extension cords (storage closet) and adapters (white box) if necessary.
- l. Wait a few minutes until you hear beeping. When prompted, firmly press security key (on your Judge lanyard) against the security keypad on top of ICP, metal to metal, and hold it there firmly until screen says “Accepted”.
- m. Enter your **8-digit** password (located on the back of your poll worker card on your Judge lanyard)– then press **ENTER**.
- n. Next screen will ask if time is correct – regardless of the time, press **YES**.
- o. Next screen is the Administrative Menu and you select **OPEN POLL**.
- p. Next screen is the Zero Report – you select **ZERO**. Check to make sure Ballots Cast counter at the bottom of the screen is 0 (Zero). If not, call tech support immediately.
- q. The unit will print one Zero Report. **After it prints, tear off the report and put it in Envelope C.**
- r. Next screen will ask if you want more copies – you select NO.
- s. Next screen shows SYSTEM READY – you are ready to scan ballots.

- t. Repeat for additional scanners, as needed.
- u. Copy all information from your **Statement Sheet** to the remaining three **Statement Sheets**.

**Set up the ImageCast X (ICX - ADA) unit:**

- a. Roll unit to location near wall and power source and **lock wheels**. Use extension cords and adapters if needed.
- b. At rear of unit, unwind power cord and plug into an outlet.
- c. Locate and remove **RED** seal on the “Power” access door. No need to record seal number.
- d. Inside the power access door, locate and quickly press and release the black power button with the white dot on it. You’ll hear a beep after a few seconds to let you know it is powering on.
- e. After the ICX starts up, reseal the “power” access door with a **BLUE** seal. Do not record seal number.
- f. Insert your Poll Worker card on your lanyard (chip facing down) into the card reader located at the bottom of the ICX. An animation on screen shows you the proper orientation. This will access the poll worker menu.
- g. Enter your 8-digit password to access the poll worker menu. Same one on your lanyard as the ICP Scanner.
- h. After the poll administration screen comes up, make sure both AVS Controller and Manual Session Activation boxes are checked. Verify public counter is zero. If not, call the Elections Office immediately.
- i. Your precinct is pre-selected at the top of the menu. Verify that it matches the precinct listed on the label in the top right-hand corner of the tablet. If they don’t match, call the Elections Office immediately.
- j. Tap OPEN POLL.
- k. A confirmation dialog appears – tap YES. If you receive an error message about printer, tap OPEN POLL again.
- l. Remove Poll Worker card.
- m. Unlock the printer storage door on the blue cart with the round key on your Judge lanyard. Turn on printer and ensure printer has adequate paper (call the Elections Office if more paper is needed).
- n. Unit is ready for use.

# Checking In Voters

Training videos are provided at the following link: <https://yorkcountypa.gov/voting-elections/votespa-com/poll-worker-training.html>

Signing the poll book and recording the person on the Numbered List of Voters means the voter voted by paper ballot and scanner. Provisional ballot voters do not sign the poll book or go on the Numbered List of Voters.


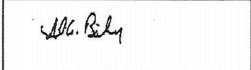
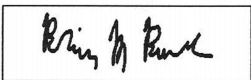

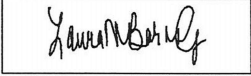
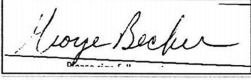
**IMPORTANT: Never deny a person the right to vote. If you cannot contact the Elections Office within a reasonable amount of time to verify a person's eligibility, have them vote by Provisional Ballot.**

## The Poll Book

- Voters will be listed in both full and Supplemental Poll Books alphabetically by last name.
  - There is no need to flip the poll book around in order for the voter to sign. The poll book is designed to slide to the voter without having to turn the book around.
  - The Elections office has removed spaces and apostrophes from most last names to help streamline finding names in the poll book; however, if a poll worker cannot find a name please look on the first page of the letter of the voter's last name before calling the office.
  - Hyphenated last names may be in different areas. For example, if their last name is Brown-Smith, you may need to look under the B section and the S section.
  - In many instances, those who have recently gotten married or divorced may still be registered under their birth or married name. Please check other names that a voter may be registered under before calling in or issuing a provisional ballot. Have the voter correct the name with the voter registration form by paper or online.
- Both the full poll books and supplemental poll books will have two sections. Use your alphabet tabs (located in the white supply box) to mark the main sections of the poll book to make finding names easier.
  1. Voters who have not requested a MAIL-IN/ABSENTEE or have not returned their ballot will appear in the first section.
    - This poll book section will have various watermarks in the voter's signature box depending on what action needs to be taken.
      - Remit Mail-in/Absentee Ballot or Vote Provisionally
      - Inactive: Affirmation Required
      - ID Required
  2. Voters who have returned their MAIL-IN/ABSENTEE BALLOT will appear in the second section.
    - This section in the poll book is for individuals whose records indicate they have already voted. **UNDER NO CIRCUMSTANCES ARE THESE VOTERS**

**ELIGIBLE TO VOTE BY ELECTION DAY BALLOT AND MACHINE.** They must be offered a Provisional Ballot if they insist they are still eligible to vote.

**FAILURE TO FOLLOW THESE INSTRUCTIONS COULD ALLOW SOMEONE TO VOTE MORE THAN ONCE!** If you are in doubt, call the Elections Office immediately!

Digitized Signature		Voter Info	Assistance	Party	Voter Signature	10/13/2020 8:51 AM
	Voter # _____ Insp. Init _____	<b>BAILEY, LINDA C</b> 14 MAIN ST S, RAILROAD, PA 17355 12/23/1956 810000-1	NF		BAILEY, LINDA C 12/23/1956 X	011886182-67
	Voter # _____ Insp. Init _____	<b>BAILEY, NEIL ALAN</b> 14 MAIN ST S, RAILROAD, PA 17355 1/4/1955 810000-1	NF		BAILEY, NEIL ALAN 1/4/1955 X	011770099-67
	Voter # _____ Insp. Init _____	<b>BAKER, BRIAN MICHAEL</b> 7 MAIN ST S, RAILROAD, PA 17355 10/13/1993 810000-1	R		BAKER, BRIAN MICHAEL 10/13/1993 X	109032342-67
	Voter # _____ Insp. Init _____	<b>BANDELL, VALERIE CLAIRE</b> 34 MAIN ST E, RAILROAD, PA 17355 3/24/1990 810000-1	D		REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY BANDELL, VALERIE CLAIRE 3/24/1990 X	BALLOT REMITTED? <input type="checkbox"/> 109698229-67
	Voter # _____ Insp. Init _____	<b>BARNSELEY, LAURA M</b> 10B MAIN ST E, RAILROAD, PA 17355 4/25/1984 810000-1	D		BARNSELEY, LAURA M 4/25/1984 X	012226916-67
	Voter # _____ Insp. Init _____	<b>BECKER, GEORGE BRUCE</b> 8B MAIN ST E, RAILROAD, PA 17355 11/5/1953 810000-1	R		INACTIVE: AFFIRM REQ ID REQUIRED BECKER, GEORGE BRUCE SR 11/5/1953 X	011819395-67

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York County

Precinct: RAILROAD

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## When to Ask for Identification

- All first-time voters or inactive voters will have either "ID REQUIRED" or "AFFIRMATION REQUIRED" watermark in the signature box in the poll book. ID must be checked prior to allowing the person to vote.
  - Inactive voters must confirm their address by showing an acceptable form of ID. If the voters address is different from that which appears in the poll book, the voter must fill out a registration form to update their address.
  - If "AFFIRMATION REQUIRED" is in signature box, the voter must also fill out the Affirmation of Elector form.

- Acceptable forms of ID are:
  - Photo ID:
    - PA Driver's License or photo ID card
    - ID issued by any Commonwealth agency
    - ID issued by the US government
    - US passport
    - US Armed Forces ID
    - Student ID
    - Employee ID
  - Non-Photo ID:
    - Voter registration card issued by the county voter registration office
    - Non-photo ID issued by the US government
    - Non-photo ID issued by any Commonwealth agency
    - Firearm permit
    - Current utility bill
    - Current bank statement
    - Paycheck
    - Government check
- Any voter who is required to show ID and does not have proper ID with them and is not willing/able to get it should be issued a provisional ballot. **They must bring their ID to the Election office before the Friday following the election to have their provisional ballot counted.**

All poll workers are to sign the Affidavit of Voter Identification at the end of voting attesting that all IDs were verified when proof of ID was required.

#### **PROBLEM: Discrepancies in Poll Book**

- If changes need to be made to a voter's name, address, or party affiliation, the voter must fill out a voter registration form. Encourage the use of online registration at [www.votesPA.com](http://www.votesPA.com). However, paper forms are provided.
- Poll workers are not to mark the poll books and no changes will be made from notes written in the poll book.
- If a voter's name is not in the poll book, call the Election Office 717-771-9604 to verify registration status and to be provided with next steps. If a provisional ballot is to be given, please follow all provisional instructions carefully.

#### **PROBLEM: Voter Does Not Appear in Poll Book**

- Before calling the Elections Office, please check both sections of the poll book and Supplemental Poll Book and your Street List. The voter may be at the wrong polling place.
- If you are still unable to find the voter, call the Elections Office for guidance on how to proceed.
- **Do not let the voter sign the back of the poll book until you have spoken with the Elections Office and they have directed you to do so.**

### PROBLEM: Voter at Wrong Polling Place

- [The Polling Place Search tool](#) will help you locate a polling place for Election Day. Begin by typing the county of residence and city in the dropdown menu. Then enter the street name, the house number, and zip code.
- Click here for the Polling Place Search tool:  
<https://www.pavoterservices.pa.gov/Pages/PollingPlaceInfo.aspx>
- If the polling place is not found, please make sure the information is correct. Click Search again. If the polling place is still not found you may contact the Elections Office.
- Please encourage the voter to vote at the assigned polling place. They can vote a provisional ballot, but not all of the contests will be counted due to municipality differences.

### Checking Party Affiliation – PRIMARY ONLY

- During primary elections, check party affiliation before a voter signs the poll book. Only voters registered as Democrats or Republicans are permitted to vote in a primary election **unless there is a question on the ballot**. If there is a question on the ballot or a special election, the Elections Office will provide Non-Partisan ballots.
- **Voters are only allowed to vote according to their party registration.**
- Voters are given a card with the party designation on it to ensure the proper ballot is issued if the ballots are not being issued at the sign-in table.
- Voters name and party affiliation must be clearly announced so poll watchers can hear.
- Voters' party affiliation is to be recorded next to their names on the Numbered List of Voters.
- If a voter claims to be registered in a different party than noted in the poll book, a Judge may call the Elections Office to verify or issue provisional ballot (the voter DOES NOT sign the poll book for provisional ballots).

### Common Political Party Abbreviations

Name	Abbreviation
Democrat	D
Republican	R
Libertarian	LN
Green	GR
No Affiliation	NF
Independent	I
Other	OTH

### Numbered List of Voters

- Voter's names must be recorded on the **Numbered List of Voters** UNLESS they are voting by provisional ballot. Voters are added AFTER signing the poll book.
- Record the voter number from the **Numbered List** in the **Voter #** space provided in the poll book (upper-left corner above the signature). Inspector will then initial (**Insp. Init.**) in the space to the right of the **Voter #**.
- Numbers do not have to be sequential, just unique to the voter (you can have multiple **Numbered Lists of Voters** going at one time).
- Do not skip lines. If a correction must be made, draw a line through the incorrect entry and write the correct information above.

- Throughout the day, check the total number of ballots on the precinct tabulator and compare it with the number of names recorded on the **Numbered List of Voters** to be sure they match.
  - The number of names on the **Numbered List of Voters** should match the number of votes cast on the **ICP Precinct Tabulator** unless a voter leaves without voting.
  - If a voter leaves without voting, please make a note in their **poll book** entry, in the **Numbered List of Voters**, and on the **Return Statement Sheets** that they left without casting a vote.
- **PRIMARY only:** must put party affiliation (D, R, LN, NF, etc. See chart above for description of common affiliations) in block to the right of each name and keep count of the parties for the **Statement Sheets**.

### Numbered List of Voters

List of Voters			List of Voters			List of Voters		
1			26			51		
2			27			52		
3			28			53		
4			29			54		
5			30			55		
6			31			56		
7			32			57		
8			33			58		
9			34			59		
10			35			60		
11			36			61		
12			37			62		
13			38			63		
14			39			64		
15			40			65		
16			41			66		
17			42			67		
18			43			68		
19			44			69		
20			45			70		
21			46			71		
22			47			72		
23			48			73		
24			49			74		
25			50			75		

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# Check-in Station Procedures



## CHECK-IN STATION PROCEDURES

- The poll book is divided into two sections:  
Section **1** is for voters who did not request or did not return an absentee or mail-in ballot.  
Section **2** is for voters who **returned** their absentee or mail-in ballot.

**Note:** There may also be a supplemental poll book that includes both sections. A supplemental poll book contains voter record updates that have occurred since the poll books were printed.

- When a voter presents to the **Check-in Station**, to determine which poll book section to search for the voter, **first** ask the voter if they requested an absentee or mail-in ballot.

"So that we can help you vote today, I need to find your name in our poll book, can you tell me if you requested an absentee or mail-in ballot for this election?"

Voter Says	Voter's Explanation	And the voter...	Poll Book Section
No	• Did not request a mail ballot.	N/A	<b>1</b>
Yes	• Requested a ballot but never received it.	N/A	<b>1</b>
Yes	• Received the ballot.	<b>Brought</b> the ballot and return-envelope to polling place.	<b>1</b>
Yes	• Did <b>not</b> return the ballot.	<b>Did not bring</b> the ballot and return-envelope to polling place.	<b>1</b>
Yes	• Received the ballot. • <b>Returned</b> the ballot.	Is <b>uncertain</b> if the returned ballot was received by the county election office.	<b>2</b>

- Once it is determined which poll book to search, ask the voter to state their name (starting with last name).
- Search for the voter's record in the appropriate poll book section.

### Scenarios when Searching Section **1** of Poll Book

Record Located?	Voter Record Shows History of Requesting a Ballot?	Ballot to be Issued
Yes	No	Regular
Yes	Yes <b>and</b> voter <b>brought</b> the ballot and return-envelope to the polling place to be surrendered.	Regular
Yes	Yes <b>but</b> voter <b>didn't bring</b> the ballot and return-envelope to the polling place to be surrendered.	Provisional
No	N/A	Check Section 2, otherwise issue Provisional

### Scenario when Searching Section **2** of Poll Book

Regardless of whether you find the voter's name in section 2, you should offer the voter a provisional ballot if they believe they are eligible to vote.



## Issuing a Regular Ballot

1. If you determine that the voter can be issued a regular ballot, check to determine if voter is subject to showing acceptable ID. If the voter's record on the poll book indicates that the voter is required to show ID, ask the voter to show the ID. If the voter does not have acceptable ID, they must vote a provisional ballot.
2. If it is determined that the voter is in inactive status, have the voter complete and sign an *Affirmation of Elector* form.
3. If the voter can proceed with casting a regular ballot:

Voting Scenario	Steps
<b>No Record of Previously Requesting a Ballot</b>	<ol style="list-style-type: none"> <li>1. If applicable, ask voter to show acceptable ID.</li> <li>2. Ask voter to sign poll book.</li> <li>3. Announce the voter's name so that it may be heard by all members of the election board and by all watchers present in the polling place.</li> <li>4. Compare the voter's signature with the signature in the pollbook.</li> <li>5. Write your initials in the space provided if the signature appears genuine.</li> <li>6. If the signature does not appear genuine, refer the matter to the Judge of Elections.</li> <li>7. Write voter's name in <i>Numbered List of Voters</i>.</li> <li>8. Write the number from the list on the voter record.</li> <li>9. Issue voter their correct ballot.</li> <li>10. Direct voter to the voting station.</li> </ol>
<b>Voter is Surrendering Previously Issued Ballot and Return Envelope</b>	<ol style="list-style-type: none"> <li>1. Accept surrendered ballot and return-envelope from voter.</li> <li>2. Check the appropriate box on the poll book record.</li> <li>3. Mark "VOID" or "SPOILED" on ballot and envelope.</li> <li>4. Ask voter to complete and sign the declaration.</li> <li>5. Secure the signed declaration and voided ballot and envelope into a container or envelope for these materials.</li> <li>6. Ask voter to sign poll book.</li> <li>7. Announce the voter's name so that it may be heard by all members of the election board and by all watchers present in the polling place.</li> <li>8. Compare the voter's signature with the signature in the pollbook.</li> <li>9. Write your initials in the space provided if the signature appears genuine.</li> <li>10. If the signature does not appear genuine, refer the matter to the Judge of Elections.</li> <li>11. Write voter's name in <i>Numbered List of Voters</i>.</li> <li>12. Proceed with normal ballot distribution process.</li> </ol>

## How to Process Voters – Regular Voters

1. Voter arrives at the table with the inspectors and clerk(s) according to their last name.
2. Voter is asked if they requested a mail-in or absentee ballot.
3. Voter states their name and the inspector finds their name in the corresponding section of the poll book (or Supplemental Poll Book).
4. If they haven't applied for a mail-in/absentee ballot, voter signs their name in the poll book and their signature is verified.
5. Clerk enters their name in the Numbered List of Voters.
6. Inspector records the number and initials the entry in the poll book.
7. Inspector announces their name (and party affiliation if a primary election).
8. Voter is handed a ballot (\*see issuing a ballot below), Sharpie, and privacy folder and is directed to a private voting area.
9. Voter proceeds to privacy area to mark ballot.
10. Voter proceeds to scanner and **places their own ballot with their own hands** into the scanner.
11. Once ballot is cast, voter gives Sharpie and privacy folder to Machine Inspector and is given an "I Voted" sticker.
12. Voter leaves.

## Issuing a Ballot

- After a voter has signed in, they will be given a paper ballot. At primary elections, poll workers must take care to issue the correct party ballot to the voter.
  - The top of each ballot will have the party designation: Democrat, Republican, or Non-Affiliated (if there are ballot questions or a special election).
  - Primary ballots are also identified by the following color designations:

Democrat Ballot
Republican Ballot
Non-Partisan Ballot

- A plain manila folder and a Sharpie marker are to be given to the voter with their ballot. The poll worker will explain to the voter that the folder is to be used to protect the privacy of their ballot until they reach the scanner.
- Poll workers should provide the voter with instructions to **completely fill in the oval** next to the candidate name of their choice with the Sharpie marker provided. Voters should not use Xs or check marks. The scanner will not read those markings.
- The poll worker should then direct the voter to an available privacy booth to mark their ballot. The voter will then proceed to the ICP scanner where they will scan their completed ballot. Once they cast their ballot, they will return the Sharpie and the empty folder to the Machine Inspector. The Machine Inspector will then return those items to the poll workers issuing the ballots for further use.

- If a voter has made a mistake on their ballot, the voter can receive a new ballot. The poll worker must receive the original ballot before handing a new ballot to the voter (only one ballot at a time per voter). The poll worker spoils the ballot, completes the spoiled ballot log, and issues a new ballot.

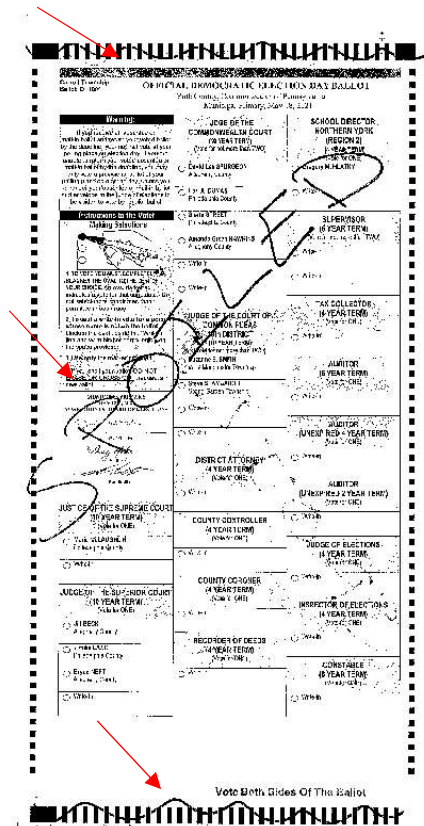
## Spoiling Ballots

Ballots are “spoiled” or voided when:

- A voter makes a mistake on their ballot,
- A voter returns their mail-in/absentee ballot and return envelope.

Procedure for spoiling ballots:

1. Write “SPOILED” across the front and back of the ballot (thick, black Sharpie provided in white box),
2. Cross out the bar code at the top and bottom of *both sides* of the ballot,
3. Record the ballot in the Spoiled Ballot Log,
4. Place all spoiled ballots in the Spoiled Ballot Envelope,
5. At the end of the day, place the **Spoiled Ballot Log** inside the **Spoiled Ballot Envelope** with the spoiled ballots to be returned to the Elections Office.



For mail-in and absentee ballots follow the procedure above and:

1. Cross out the bar code on the return envelope,
2. Keep the spoiled ballot and spoiled envelope together (staple if available),

3. Fold the Declaration to Surrender Mail Ballot around the spoiled ballot and envelope (or staple all three documents together if available).

**DO NOT TEAR UP THE BALLOTS OR CRINKLE THEM INTO A BALL. WE MUST BE ABLE TO ACCOUNT FOR EVERY BALLOT AT THE END OF THE DAY.**

## Mail-in and Absentee Voters

Voters who applied for a mail-in or absentee (vote by mail) ballot have until 8:00 pm on Election Day to return their voted ballot to the York County Elections Office. However, the law also allows those voters who did not return a voted ballot to come to their polling place and cast a ballot.

- Both the full poll books and supplemental poll books will have two sections.
  1. Voters who have **not** returned their mail-in/absentee ballot will appear in the first section.
    - This poll book section will have a watermark in the voter's signature box indicating that they must surrender or "remit" their mail-in or absentee ballot.
    - They must have BOTH their ballot AND bar-coded return envelope with them. If they **do not** have these materials, they **MUST** vote with a Provisional Ballot.

REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY X

BALLOT REMITTED? ☐

I hereby certify that I am qualified to vote

2. Voters who have returned their MAIL-IN/ABSENTEE BALLOT will appear in the second section.
  - This section in the poll book is for individuals whose records indicate they have already voted. **UNDER NO CIRCUMSTANCES ARE THESE VOTERS ELIGIBLE TO VOTE BY ELECTION DAY BALLOT AND MACHINE even if they surrender a ballot and envelope.** They must be offered a Provisional Ballot if they insist they are still eligible to vote.

MAIL-IN - BALLOT CAST/NOT ELIGIBLE

## SURRENDERING THEIR BALLOT:

If a voter has both their ballot and return envelope, they may take it to their polling place to surrender it to the Judge of Elections. This went into effect for the first time during the 2020 General Election.


In order for a voter to vote with a regular ballot and scanner, the voter must...

1. Surrender the original mail-in or absentee ballot and its outer return envelope to be spoiled.

2. Sign the **Declaration to Surrender Mail Ballot** subject to the penalties under 18 Pa. C.S. §4904

**THE COUNTY OF YORK**

**BOARD OF COMMISSIONERS**  
*Julie Wheeler, President*  
*Doug Hoke, Vice President*  
*Ronald Smith, Commissioner*



**Elections Voter Registration**  
**STEVE ULRICH**  
**DIRECTOR**

*Mark E. Derr, Administrator*  
*Michéle Pokrifka, Solicitor*

**DECLARATION**

I hereby declare that I am a qualified registered elector who has obtained an absentee ballot or mail-in ballot. I further declare that I have not cast my absentee ballot or mail-in ballot, and that instead I remitted my absentee ballot or mail-in ballot and the envelope containing the declaration of the elector to the judge of elections at my polling place to be spoiled and therefore request that my absentee ballot or mail-in ballot be voided and I be permitted to vote. I make this declaration subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Date: _____		Signature of Elector _____
	Name Printed _____	
	Address of Elector _____	
		_____
	Phone No. _____	
		_____
		_____
Date: _____		Local Judge of Elections _____
	Name Printed _____	
	Poll Location _____	
		_____

pursuant to 25 Pa. Stat. Ann. § 3150.16

If the voter **does** have their ballot and their ballot return envelope with them, they are permitted to vote by regular ballot and scanner at the polling place. They must surrender those two items to the Judge of Elections, complete the **Declaration to Surrender Mail Ballot**, and they will be provided a regular ballot.

- If the voter has already sealed their ballot inside a secrecy envelope and the return envelope, you **MUST** ask the voter to remove the ballot so that you can make sure that they are surrendering both parts – the ballot and return envelope. Do not attempt to view the voter’s choices, but you must satisfy yourself that it is the actual ballot and not something else.
- The voter does sign the poll book and they are included on the Numbered List of Voters.
- Poll workers will also check the “Ballot Remitted?” box next to these voters in the poll book.
- Their vote by mail materials and Declaration will be placed in the **Spoiled Ballot Envelope** and logged in the **Spoiled Ballot Log**.

If the voter does NOT have their ballot and their ballot return envelope with them, the voter may **ONLY** cast a provisional ballot. This voter does NOT sign the poll book and they are NOT included on the Numbered List of Voters.

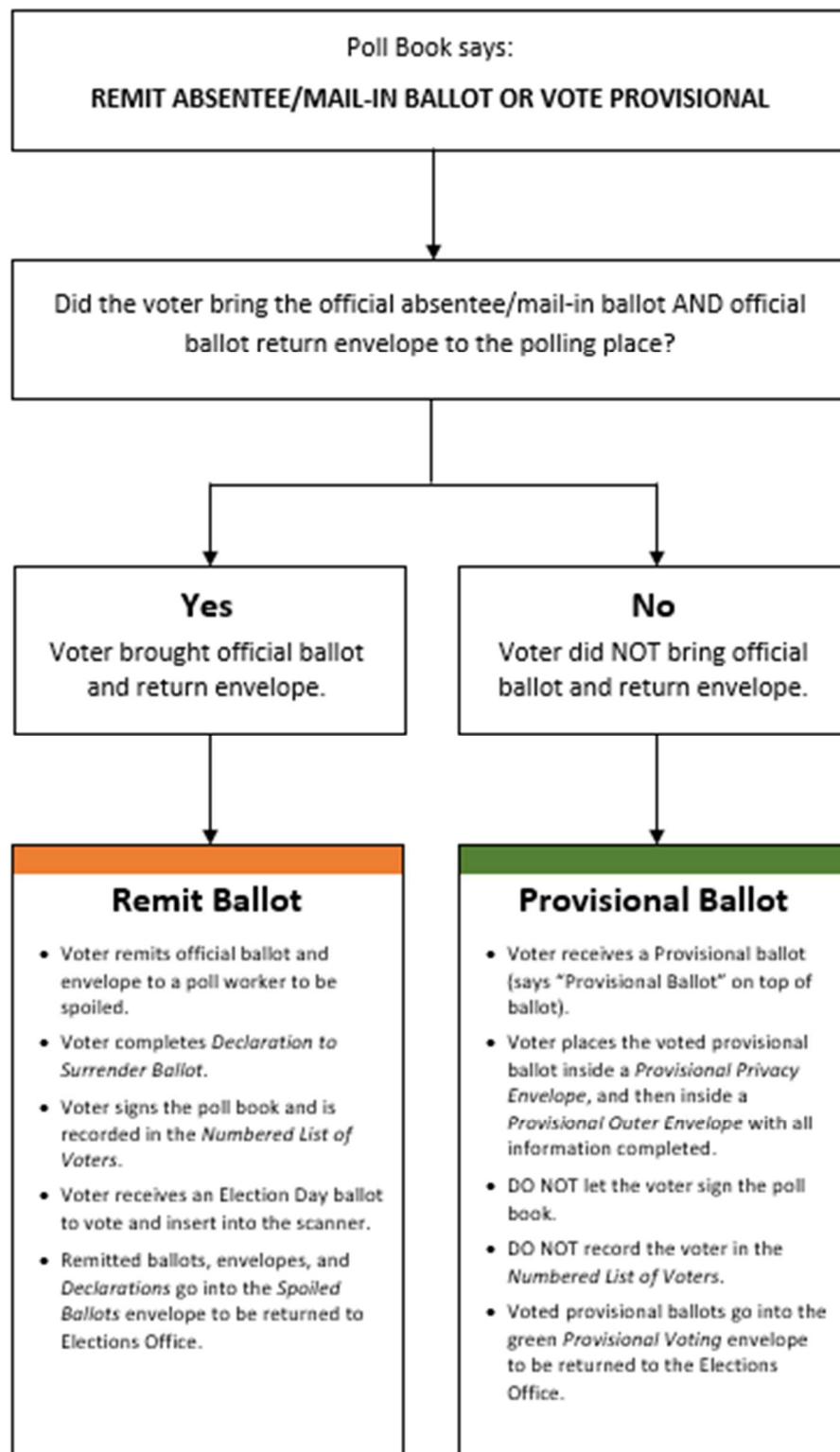
If a voter is listed in the back of the poll book as “Mail-in/Absentee Ballot Cast, Not Eligible”, under no circumstances are they allowed to vote by Election Day ballot and scanner, even if they are able to

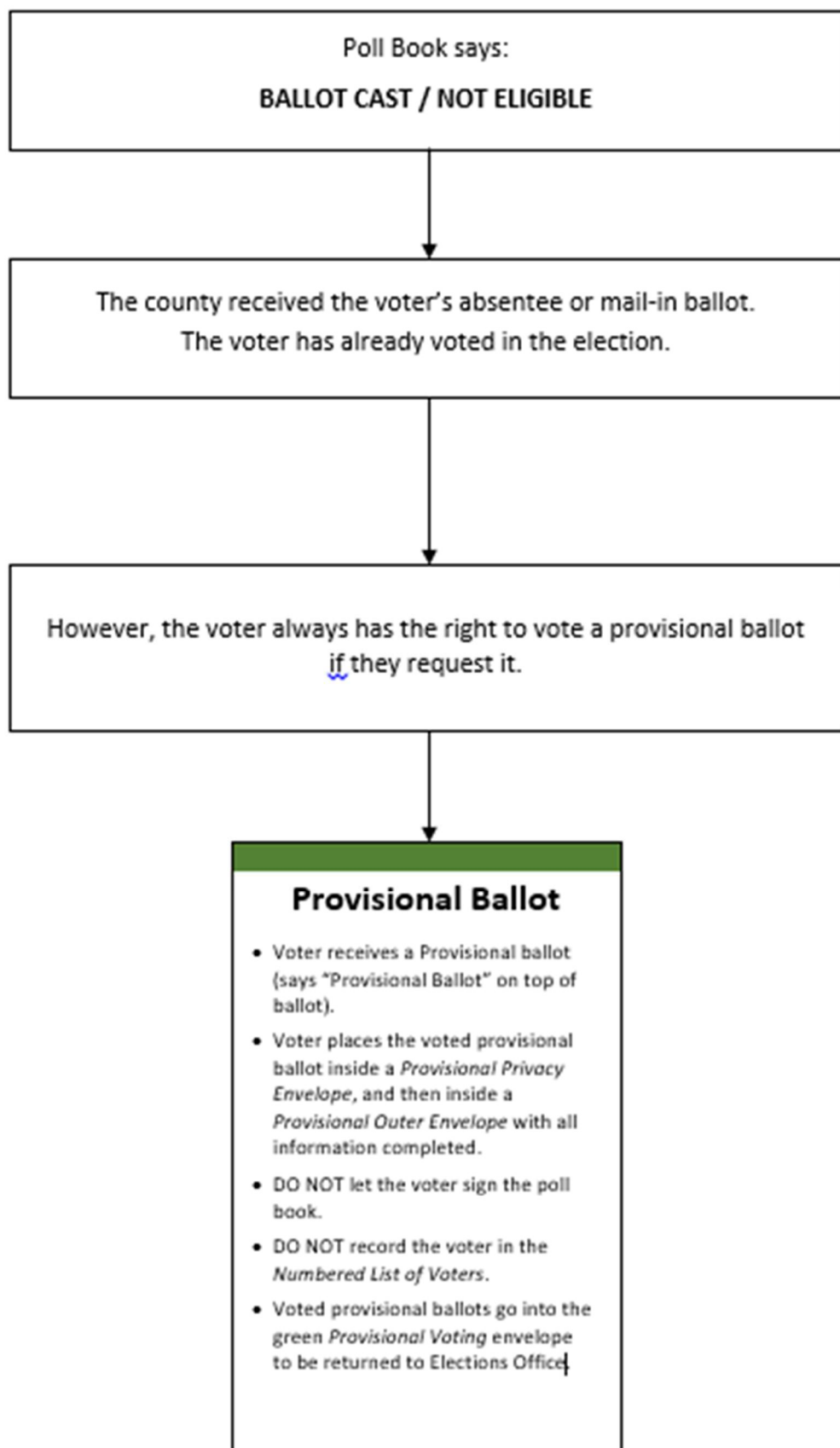
surrender a ballot and return envelope. If the voter insists that they did not cast the mail-in/absentee ballot, they may ONLY vote with a provisional ballot.

**FAILURE TO FOLLOW THESE INSTRUCTIONS COULD ALLOW SOMEONE TO VOTE MORE THAN ONCE!** If you are in doubt, please call the Elections Office immediately!

Please also refer to the following flow chart for reference:

## Remit Mail-in/Absentee Ballot vs. Provisional Ballot Flow Chart







## Voters Requiring Assistance

An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

Those voters who require assistance in the polling place may have indicated their need prior to the election and will be listed in the poll book with various codes. Examples of these codes include: HI, IL, ILL, LN, NA, OTH, PD, VSI, and WC. You do not need to know the definitions of the codes (they are an abbreviation of the reason the person selected as their need for assistance), just where to look for them in the poll book.

Voter # \_\_\_\_\_ Insp. Init \_\_\_\_\_ DOE, JANE  
100 BROAD ST  
ANYTOWN, PA 00000  
1/1/1990  
VSI  
INACTIVE: AFFIRM REQ X  
000000000-01

If an indication of the need for assistance is not found in the poll book, the voter may complete a **Declaration of the Need for Assistance to Vote** at the polling place on Election Day.

- If the voter is not pre-approved to receive assistance, they must complete the **Declaration of the Need for Assistance to Vote** form. This form must be signed by the voter and the Judge of Election. This form is included with the Record of Assisted Voters in Envelope K.

WPP Form 17A

**DECLARATION**  
**Of the Need for Assistance to Vote**

I \_\_\_\_\_ by reason of \_\_\_\_\_  
(Name and address of elector requiring assistance)

\_\_\_\_\_ am unable to vote without the  
(reason for need of assistance)

assistance of \_\_\_\_\_  
(Name and address of person rendering assistance)

\_\_\_\_\_  
(Signature or mark of elector requiring assistance)

\_\_\_\_\_  
(Date)

Witnessed by \_\_\_\_\_  
(Name of witness)

\_\_\_\_\_  
(Signature of Judge of Election)

RETURN WITH FORM 17 - RECORD OF ASSISTED VOTERS

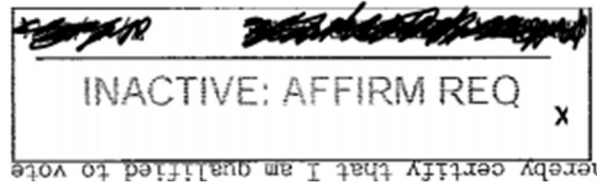
- The voter may choose one person to assist them in voting. This individual may NOT be the Judge of Election, an officer/agent of the voter's union or the voter's employer/agent of the employer.



## Affirmation of Elector

A voter will need to complete the **Affirmation of Elector** form before voting when their poll book entry has this designation. The Elections Office needs to update or verify their address or registration status.

- Voter has not voted in a number of elections
- Voter has moved



An affirmed voter must fully complete the affirmation form before voting. The voter will complete either Section A or Section B. All affirmed voters will complete Section C.

<u>Affirmation of Elector</u>		
Please complete either Part A or B of this form, whichever is applicable to your situation. <u>Everyone must complete Part C in full.</u>		
A. Change of Address:		
If you have changed your address, please check one of the following areas <b>and list your current address below:</b>		
<input type="checkbox"/> I still reside in York County and in an area covered by this same polling place and wish to vote here.		
<input type="checkbox"/> I still reside in York County but in an area covered by a different <u>polling place</u> and wish to vote at this polling place <u>for the last time</u> .		
<input type="checkbox"/> I now reside in a different county and wish to vote here for the last time. Please cancel my registration in York County. (To register to vote at your new address, contact the voter registration office in the county in which you now live.)		
<b><u>My current address is:</u></b> _____		
B. If you have not changed your address please check the following:		
<input type="checkbox"/> I have <u>not</u> changed my address and wish to remain registered to vote at this polling place.		
C. Affirmation:		
I hereby swear or affirm that the information that appears above is true to the best of my knowledge under penalty of perjury.		
_____ Signature of Voter	_____ Date Signed	_____ Date of Birth
_____ Printed Name of Voter	_____ Telephone #	_____ Maiden or Former Name
On the above date, the above voter came before me and swore or affirmed the information contained herein to be true.		
_____ Signature of Judge of Election (This <b>must</b> be signed.)		_____ Election District
E-10 (11/29/2006)		

### Complete Sections A and C when:

- The voter has moved within your election district and is in the poll book with their old address.
- The voter has moved within York County, but outside your election district, and is in your poll book with their old address.
- The voter has moved to another county and is in your poll book with their old address.

### Complete Sections B and C when:

- The voter has not changed their address and they wish to remain registered to vote at this polling place.

Once complete, the voter will sign the poll book (and be recorded on the Numbered List of Voters). The voter will be given a ballot, Sharpie, and privacy folder and will vote with an Election Day ballot and scanner. Place all completed forms in the **Notes Envelope**.

## Affirmation of Elector and Other Notes

Voter	You must call Elections Office	Complete Sections A/C	Complete Sections B/C
The voter moved <u>within your election district</u> (and is in your poll book with their old address).	NO	X	
The voter moved <u>within York County</u> but outside of your election district (and is in your poll book with their old address).	NO	X	
The voter moved to <u>another PA county</u> (and is in your poll book with their old address).	NO	x	
The voter moved <u>within your election district</u> (and is not in your poll book).	YES		
The voter moved <u>within York County</u> (and is not in your poll book).	YES		
The voter moved <u>to another PA county</u> (and is not in your poll book).	YES		
The voter has not moved but they are not in your poll book.	YES	X	
The voter poll book record shows "I - Affirmation Required".	NO	Either A or B <u>and</u> C	Either A or B <u>and</u> C

### Notes:

- Affirmed voters should not complete a new voter registration form unless they have moved to another county.
- An affirmed voter is not a provisional voter and is not to use a provisional ballot.
- A provisional voter is not an affirmed voter and is not to complete an affirmation form.
- A provisional voter votes on a provisional ballot.

### Miscellaneous Information Procedures

<b>Voter</b>	<b>Call Election Office</b>	<b>Registration Form</b>	<b>Notes Form Section I</b>	<b>Notes Form Section II</b>	<b>Notes Form Section III</b>	<b>Notes Form Front</b>
<b>Voter's Name Has Changed</b>	<b>NO</b>	<b>X</b>		<b>X</b>		
<b>Voter's Name Is Misspelled</b>	<b>NO</b>				<b>X</b>	
<b>Voter's Signature Is Missing</b>	<b>NO</b>		<b>X</b>			
<b>Voter Claims a Political Party Different Than Your Records</b>	<b>YES</b>	<b>X</b>				
<b>Voter Has an R.D. or an R.R. Address</b>	<b>NO</b>					<b>X</b>
<b>Voter has a PO Box Address (voter must be registered at their residence)</b>	<b>NO</b>	<b>X</b>				

## Challenge of A Voter

### Challenge: Elector's and Supporting Affidavit Form

A person is not entitled to vote by paper ballot and machine unless their registration appears in the district register (poll book). Any election officer, qualified elector, overseer or poll watcher has the right to challenge an elector for the following reasons:

- The individual's identity
- The individual's residence in the election district
- Any alleged violation of the law pertaining to the signing of the voter's certificate
- Any alleged violation of the law prohibiting bribery at elections

**This challenge does not prevent the individual from voting, but the following steps must be taken before they are permitted to vote:**

- Anyone challenged must be put under oath by the Judge of Election using the **Challenge: Elector's and Supporting Affidavit Form** (see example below). The Judge and challenged voter will complete the **Elector's Affidavit** section.
- The challenged voter must then produce one qualified voter of the district who shall make an affidavit to the individual's identity or residence in the district. This qualified voter will complete the **Supporting Affidavit** section.

On Election Day, the Judge of Election may be faced with challenges to the individuals who come to vote. These challenges may take several forms.

Based on relevant Pennsylvania and federal law, the Department of State is providing the following guidelines to help Judges of Election understand the scope of their authority and decide challenges to the right to vote.

### Challenges to the Right to Vote and Resolution of Challenges

A person is presumed to be a bona fide qualified elector and must be allowed to vote if his or her name appears on the list of registered electors provided to the election officers by the County Board of Elections.

- Any registered elector, Judge of Election, Majority or Minority Inspector of Election, Election Officer, Overseer or a properly certified Watcher may *challenge* the right of a registered elector to vote.
- Challenges are limited to the identity of the elector, the residence of the elector and alleged violations of the procedural requirements prescribed by 25 P.S. § 3050 of the Pennsylvania Election Code, governing the voting process in the polling place.
- No one may challenge the right of an elector to vote based on the process of voter registration or the approval of the elector's application for voter registration on Election Day. Such

challenges cannot be made at the polling place, but must be filed with the voter registration commission, in accordance with 25 Pa. C.S. §1329.

- If challenged, a registered elector must be allowed to vote after the procedural requirements of 25 P.S. § 3050 of the Pennsylvania Election Code have been met and the elector establishes his or her identity or residence **to the satisfaction of the Judge of Election**. *No other person or official at the polling place has the authority to make a final determination regarding the identity or residence of a challenged elector.*
- **Challenges must be made in good faith.** It is the job of the Judge of Election to ensure that no Election Officers or Watchers or any other person challenges the identities or residences of electors routinely, frivolously or without a stated good faith basis.
- When a Judge of Election cannot decide in good faith the identity or residence of a challenged elector, the Judge of Election under the authority of 25 P.S. § 3050 (d) of the Election Code may require a challenged elector to get another qualified elector to sign the **Challenge: Elector's and Supporting Affidavit Form** vouching for the challenged elector's identity or residence.

#### **Authority and Responsibility of Judges of Election and Majority/Minority Inspectors of Election**

- Under the Election Code, only the elected constitutional officers of the election district (the Judge of Election and the Majority/Minority Inspectors) can determine the qualifications of those individuals who present themselves to vote at the polling place. When the Majority or Minority Inspectors disagree upon the right of a person to vote, the Judge of Election must decide the question.
- The Majority and Minority Inspectors must swear an oath that they will not, without just cause, delay or refuse to permit any person to vote, the Judge of Election must decide the question.
- The Judge of Election must swear that they will use their best endeavors to prevent any fraud, deceit or abuse in carrying on the election process in the election district, including challenges made to an elector's identity, residence or other voter qualifications.

#### **Penalties**

Anyone who intentionally refuses to permit a person to vote who is entitled under the law to vote commits a crime under the Federal Voting Rights Act of 1965 and the Pennsylvania Election Code.

**If an individual's identity or residence in the election district is challenged by a qualified elector, Election Officer, Overseer or Watch and the Judge of Election finds the challenge to be well-founded, under Federal and Pennsylvania law the individual must be offered the opportunity to cast a *provisional ballot*, if the individual affirms in writing that they are a registered elector and qualified to vote in the election district.**



## **CHALLENGES**

### **ELECTOR'S AFFIDAVIT**

The following affidavit is to be executed by an elector of the district who is challenged with respect to the elector's identity or legal residence in the district; or by an elector challenged for bribery or other violation of the Election Laws.

COMMONWEALTH OF PENNSYLVANIA, }  
\_\_\_\_\_ COUNTY, } S.S.

I, \_\_\_\_\_ being duly sworn, depose  
and say: That I am a resident of the Commonwealth of Pennsylvania, that I presently reside at or up to \_\_\_\_\_

(If removed from district insert date of removal which must be within 30 days immediately preceding this Primary or Election)  
did reside at \_\_\_\_\_;  
(Show residence here)

that I am qualified to vote in the \_\_\_\_\_ Ward, \_\_\_\_\_ District,  
City  
Borough of \_\_\_\_\_  
Township \_\_\_\_\_

that I have had a continuous residence at the address set forth on my registration card; or that I removed  
from the district within thirty days immediately preceding this Primary or Election; that I am the identical  
person whose name is set forth on said registration card, and further, that I have not committed bribery at  
this Primary or Election, nor have I violated any election laws of this Commonwealth.

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 20 \_\_\_\_\_ before \_\_\_\_\_  
\_\_\_\_\_  
Judge of Elections

(Signature of Elector Challenged)

### **SUPPORTING AFFIDAVIT**

The following supporting affidavit is to be executed by another qualified elector of the district in case of the challenge of an elector as to identity or legal residence in the district.

COMMONWEALTH OF PENNSYLVANIA, }  
\_\_\_\_\_ COUNTY, } S.S.

I, \_\_\_\_\_ being duly sworn, depose  
and say: That I reside at \_\_\_\_\_

that I am a qualified elector of \_\_\_\_\_ Ward, \_\_\_\_\_ District,  
City  
Borough of \_\_\_\_\_  
Township \_\_\_\_\_

that I am personally acquainted with \_\_\_\_\_,  
whose right to vote has been challenged, and I know said elector is a resident of the Commonwealth of Pennsylvania, and that said elector has continuously resided or did reside within thirty days immediately preceding  
this Primary or Election, at the address set forth on his or her registration card.

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 20 \_\_\_\_\_ before \_\_\_\_\_  
\_\_\_\_\_  
Judge of Elections

(Signature of Elector making this Supporting Affidavit)

# Provisional Ballots

A training video is provided at the following link:

<https://www.votespa.com/Resources/Poll-Worker-Training/Pages/Provisional-Ballots.aspx>

## When to issue a Provisional Ballot

When in doubt, fill one out! A person is always entitled to complete a provisional ballot no matter their registration status. The following bullet points describes the action to be taken:

- When a voter's name does not appear in your poll book or, refer to the Supplemental Poll Book if one has been given to your precinct. If the voter does not appear in either book:
  - Call the Election Office to ascertain whether or not the voter is registered to vote and in which district they are registered, or look up the registration on [vote.pa.gov](https://www.vote.pa.gov).
  - Your goal is to redirect the voter to the proper polling place so that they can cast a regular ballot that they can be assured will be fully counted.
  - In an event that the voter is unwilling or unable to go to the proper polling place, the voter may vote by a Provisional Ballot. Inform the voter of the possibility that only some of the contests may be counted. Votes may only be counted for those contests that appear on the ballot for the precinct in which they are registered.
- A poll worker determines the person is not eligible to vote. **The Elections Office will determine their eligibility.** A provisional ballot should always be offered.
- When a voter applied for a mail in or absentee ballot and they are not able to surrender **both** the ballot and bar-coded envelope to the Judge to spoil, issue them a Provisional Ballot (see the following **Remit Ballot vs. Provisional Flow Chart**).
- Voters who are required to show ID but do not have the proper ID with them and are not willing/able to get it. They **must** bring their ID to the Elections Office before the Friday following the election to have their Provisional Ballot counted.
- A voter's signature does not match the signature in the poll book and is challenged.
- In a **Primary**, if a voter insists that they are registered in a party other than the party listed in the poll book, give that voter a Provisional Ballot for the party of which they believe they are registered. You can also call the Elections Office to confirm their party registration.

Notes:

- Provisional voters should be encouraged to complete a new voter registration form, but do not need to do so in order to vote a provisional ballot.
- Voters who do not wish to vote on a voting machine are not to be given a provisional ballot instead. They must vote on the voting machine.

Provisional Ballot voters **DO NOT** sign the poll book and **DO NOT** go on the Numbered List of Voters.

## Procedures for all Provisional Ballot Voters

An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html> or go to [yorkcountypa.gov](https://yorkcountypa.gov) then Find it Here, then Poll Worker Training.

1. **DO NOT** allow the voter to sign the Poll Book. **DO NOT** enter their name on the Numbered List of Voters.
2. Once ready to vote, the voter is given Provisional Ballot Affidavit envelope (white 9" x 12" envelope with green writing).

**Provisional Ballot/Boleta electoral provisional**

**1. Voter Information**  
(Voter must complete this section in front of election officials BEFORE receiving ballot.)

Print Voter Name \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**2. Voter Affidavit for Provisional Ballot**  
(Voter must complete and sign in front of election officials BEFORE receiving ballot.)  
 Please print the address where voter is registered:

Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip code \_\_\_\_\_  
 Voter Municipality \_\_\_\_\_ Voter County \_\_\_\_\_

I do solemnly swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election.

Voter Signature X \_\_\_\_\_

**3. Current Address where the Voter Lives**  
(Voter must complete this section in front of election officials BEFORE receiving ballot if address is different than section 2.)

Address (street) \_\_\_\_\_  
 City \_\_\_\_\_ Zip code \_\_\_\_\_

**4. Voter Signature**  
(Voter must sign in front of election official AFTER receiving and voting ballot.)

I declare, under penalty of law, that I am a properly registered voter in the election district indicated in my affidavit, and that I am eligible to vote in this election in this election district.

Voter, sign or mark here  
 X \_\_\_\_\_

Voter, Print name here \_\_\_\_\_  
 Date (MM/DD/YYYY) \_\_\_\_\_

**Reason for Ballot (For election officials only)**

Check all boxes that apply:

<input type="checkbox"/> Voter's name not on list	<input type="checkbox"/> Party (Primary only)
<input type="checkbox"/> Court order (voter)	<input type="checkbox"/> Which Party Ballot is enclosed?
<input type="checkbox"/> Voter identification not supplied	<input type="checkbox"/> Voter was issued Mail-in ballot
<input type="checkbox"/> Court order (voting board)	<input type="checkbox"/> Voter was issued Absentee ballot by an election official

Signature of the Judge of Election \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of the Minority Inspector \_\_\_\_\_ Date \_\_\_\_\_

**This section is for election officials only**

This space is reserved for voter registration verification by county board of elections.

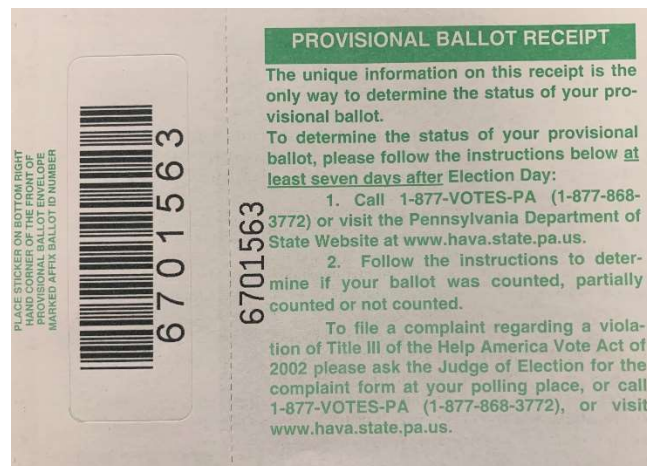
Affix Ballot ID Number Here.

3. All Provisional Ballot voters must complete and sign sections #1, #2, and #3 of the Provisional Ballot Voter Affidavit on the white envelope. **This must be completed in the presence of the Judge of Election AND the Minority Inspector BEFORE the ballot is voted. Please be certain that the voter has completed all information in this section.** (Note – one side of the envelope is in English and the other is in Spanish.)
4. Once complete, voter takes their Provisional Ballot Voter Affidavit envelope and is given a ballot and secrecy envelope, privacy screen, and Sharpie.

**Official Provisional Ballot**  
(Boleta electoral provisional oficial)

5. Direct the voter to a privacy screen or other accessible voting area in the polling place to privately vote their ballot. **Please make sure the ballot does not get scanned. The scanners will not accept Provisional Ballots.**
6. After the ballot is completed, the voter should place the ballot in the green secrecy envelope, which then goes in the white 9" x 12" Provisional Ballot envelope. **This envelope cannot be opened in the polling place, under any circumstances.**

7. After putting the ballot in the envelope, the voter signs and dates Section #4 and returns all completed materials to the Judge of Election.
8. The Judge of Election selects the reason for issuing a Provisional Ballot. **Judge of Elections and Minority Inspector sign the envelope.**
9. Judge then must place the Provisional Ballot bar-coded receipt sticker in the space provided on the envelope marked **AFFIX BALLOT ID NUMBER HERE**. Give the voter their portion of the receipt, which enables the voter to determine the status of their Provisional Ballot.
  - a. If you run out of receipts, start with your precinct ID-0001. These numbers just need to be unique. Please give the voter that number so they can look up the status at [hava.state.PA.gov](http://hava.state.PA.gov) (see #10).



10. Voter may call a toll-free number 1-877-VOTES-PA (1-877-868-3772) or visit the Pennsylvania Department of State website at [www.hava.state.pa.us](http://www.hava.state.pa.us) to learn whether their vote was counted, partially counted or not counted and why. This information is included on the provisional voter's receipt.
11. At the end of the day, gather all Provisional Ballot envelopes and place them in the white Provisional Voting – Return Envelope (may need to use more than one. Approximately 10 completed provisional ballots fit in each.). Section #1 is completed by the Judge of Election and Section #2 by the Minority Inspector. Place this white envelope in the canvas bag to be returned to the County Elections Office.

**PROVISIONAL VOTING—RETURN ENVELOPE**  
**ENCLOSE VOTED PROVISIONAL ENVELOPES HEREIN**

**#1 FOR THE JUDGE OF ELECTION**

- |  |           |
|--|-----------|
| 1. Total of blank Provisional Ballots received from the Elections Board..... | No. _____ |
| 2. Total of all voted Provisional Ballots in this envelope.....              | No. _____ |
| 3. Individual who delivered the Provisional Ballots to the Elections Board   |           |

Print \_\_\_\_\_  
 (Individual's Full Name)

*I, hereby swear, in accordance with the Pennsylvania Election Code, that the information provided in this section is accurate and complete.*

Signed \_\_\_\_\_  
 (Judge of Election)

**#2 FOR THE MINORITY INSPECTOR**

Signed \_\_\_\_\_  
 (Minority Inspector)

Ward \_\_\_\_\_ District \_\_\_\_\_  
 City \_\_\_\_\_  
 Born of \_\_\_\_\_  
 Twp. \_\_\_\_\_

**SEAL SECURELY AND DELIVER TO COUNTY BOARD OF  
 ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL  
 OTHER ELECTION MATERIALS.**

# **The Machines**

## **Operating Manuals**

## Voting on the ADA Unit

### TOUCH SCREEN INSTRUCTIONS:

1. Insert **POLLWORKER CARD** (on your Judge lanyard) into the **yellow slot** at bottom of tablet (screen).
2. Select **ACTIVATE BALLOT** tab at the top-right of the screen that comes up.
3. Enter the **BALLOT ACTIVATION CODE** - you can find that number (either 4- or 6-digit number) on the white label in the top-right corner of the touch screen tablet. The white label includes your precinct information, and the activation code is at the bottom of the white label.
4. If the person can use the touch screen, **DO NOT** check the "Enable AVS Controller" box. Just hit "next" and "official ballot" comes up (but no offices are on this screen). It is suggested to hit "next" so that the straight party screen comes up. Instruct the voter to keep hitting "next" to see rest of ballot.

**KEEP POLLWORKER CARD IN THE SLOT UNTIL YOU HAVE COMPLETED STEP #4.**

### AVS INSTRUCTIONS:

1. Follow Steps #1 through #3 above.
2. After entering **BALLOT ACTIVATION CODE**, check the "Enable AVS Controller" box.
3. On next screen, **select ATI** – this will enable voter to use the earphones and controller unit.

**KEEP POLLWORKER CARD IN THE SLOT UNTIL YOU HAVE COMPLETED STEP #3.**

**\*Remind voters using the ADA unit that they will have to take their ballot from the printer and put it in the scanner unit. The ADA unit DOES NOT tabulate ANY votes.\***

## Emergency Ballot Procedure

You will use the Emergency Ballot slot **ONLY** if your scanner is not working or if the power would be off over 2-½ hours.

1. Go to the back of the machine.
2. Find the Emergency Ballot Slot.
3. Remove the YELLOW seals from the Emergency Ballot Slot. No need to record seal numbers.
4. Unlock the slot cover.
5. There is a gray lever in the middle of the slot cover – push this UP to open the slot so ballots can be inserted.
6. Close the slot, lock it, and place two RED seals where the yellow seals were located. No need to record seal numbers.
7. You are now ready for voters to insert their ballots in the slot.

### Counting the emergency ballots:

**Remember – you count these ballots AFTER the last voter has departed and you have locked the doors and BEFORE you start close out procedures.**

Insert the ballot into the main scanner. There are three situations that may arise once you place it into the scanner:

1. The scanner accepts and casts the vote.
2. The scanner notifies you that it is an “over-vote”. Push the **GREEN CAST** button and cast the ballot.
3. The ballot goes in scanner and scanner returns it – put this ballot in the Emergency Ballot Envelope and return it to the Elections Office for the office to determine what will count.

If there are any remaining emergency ballots that cannot be scanned, place them in the Emergency Ballot Envelope to be counted by the Elections Office.

Any questions – call the office: 717-771-9604



# Closing the Polls

Polls close promptly at 8:00 PM. However, anyone in line to vote at 8:00 PM is permitted to vote no matter how long the line takes!

Delegate tasks to your poll workers. It is not the Judge's sole responsibility to open/close the polls. It is the team's responsibility.

All poll workers must stay with the Judge of Elections until everything is packed up. No one should be left alone. Everyone leaves at one time.

Please clean up and leave your polling place as you found it!

1. The Judge of Elections will instruct the Constable (if available) or a poll worker to establish the last person in line at 8:00 PM.
  - No one is permitted to get in line after 8 P.M. All voters in line at 8:00 PM are eligible to vote no matter how long the line takes.
  - If room allows, move the voters that are in line inside and lock the doors.
  - If the line is outside the door, have a poll worker stand at the back of the line to ensure those in line get to vote and others arrive after 8:00 pm are turned away.
  - After the last voter has cast her/his vote, lock the polling place doors and make sure all poll workers have voted.
2. Follow the Emergency Ballot Procedure to scan any Emergency Ballots used in the Emergency Ballot Slot. Place any unscannable ballots in the Emergency Ballot Envelope.
3. Have the following documents and materials ready:
  - Affidavit of Voter Identification
  - Pay sheet
  - Return Statement Sheets (four copies)
  - Letter Envelopes A-I, K
  - Notes Envelope
  - Rolling blue ballot bag (storage closet)
  - Blue CF cartridge bag (black bag)
  - Canvas return bag (white box)
4. All poll workers sign the Affidavit of Voter Identification. **Place in Notes Envelope.**
5. Ensure all poll workers have signed the pay sheet (especially the afternoon workers). **Place in the Canvas bag.**

## Closing the Polls Checklist – Machines:

Follow the below instructions to close out the machines:

### ICP Scanner

You will need one Statement Sheet, a pen, a clipboard (if available), and the Blue Cartridge Bag (located in black bag).

- 1 Press Security Key onto Security Key keypad until the Administrative Menu appears.
- 2 Select **CLOSE POLL**.
- 3 Enter your 8-digit password (located on your Judge lanyard) – then press **ENTER**.  
It will ask “Are you certain you wish to close poll?” – press **YES**.
- 4 The unit will automatically start printing four Results Tapes. They will all print in one continuous tape. You will have to separate the tape for the reports.  
  
The separation point is after the results where it asks for poll worker signatures – cut or tear after the signature lines – do not sign the tapes. **FOLD** (do not roll) results reports and **place one copy each in envelopes C, D, and I** and one is placed on **exterior door** of the polling place.
- 5 The unit will ask “Would you like to print more copies of this report?”  
Make sure that you have removed your results report – then press **NO**.
- 6 The unit will then proceed to print one Write-In Votes Report.  
This report is to be posted on the outside of your polling place door along with the door copy of the Statement Sheet and one results report tape.
- 7 The unit will ask “Would you like to print more copies of this report?” – press **NO**.
- 8 The next screen is the Administrative Menu. Mark down the number of ballots cast from bottom of screen – then press **POWER DOWN**.
- 9 The unit will ask “Are you certain you wish to shut down tabulator?” - press **YES**.  
The unit will shut down.
- 10 Unplug the ImageCast Precinct (ICP – Scanner), wrap the power cord back in the power cord storage compartment, pack up the extension cord, and remove power cord adapters (if used).
- 11 Repeat for any additional scanners at your polling place.
- 12 Proceed to the **REMOVE CF CARD** instructions.

## Removing the CF Card

**\*\*IMPORTANT\*\***

**\*\*IMPORTANT\*\***

**\*\*IMPORTANT\*\***

**Ensure the ICP – Scanner unit is unplugged and completely powered off when removing the CF card!!! Removing it while the scanner is on will result in fatal damage to your election results!!**

1. After you have made certain the unit is OFF – remove the **RED** seal from the Poll Worker door at front of the unit (no need to record seal number).
2. To open the poll worker door, push the black tab on the right side of the door.
3. Remove the CF card by gently pressing the eject button (right beside the CF card) and pull the card out (it may “pop” out, so be ready to catch it).
4. **IMMEDIATELY** drop the CF card into the Blue Cartridge bag.
5. Repeat for each additional scanner at polling place. All cartridges go into the same bag.
6. Remove square seal from inside the Blue Cartridge Bag. Seal Blue Cartridge bag with the square seal.

## The Ballot Box

1. Retrieve rolling blue ballot bag from storage closet.
2. Assemble blue rolling ballot return bag: Remove black cardboard stands and place inside ballot bag to create a box. 3500 ballots can fit when stacked neatly in two stacks.
3. Unlock the ballot box door and remove seal.
4. Remove ALL ballots from bottom compartment and place into blue bag. Repeat for each additional scanner.
5. **Close ballot return bag and seal with square seal from CF card bag.** Write seal number on closing **Statement Sheet**.
6. Count unused ballots, record on **Statement Sheet**.
7. Place unused ballots in ballot box, close door, lock, and put new **RED** seal on. Write seal number on **Statement Sheet**.

## ICX ADA Machine

1. Insert your Poll Worker card on your lanyard (chip facing down) into the card reader located at the bottom of the ICX.
2. Enter your 8-digit password – touch **LOGIN**.
3. Write down the public counter number from right side of screen on the **Statement Sheet**.
4. Touch the **RED** Power Button at the bottom right corner of the screen and confirm shutdown.
5. Unplug the unit from the outlet & wrap the power cord onto the cord reel at the rear of the cart.
6. Make sure ADA handset is secured to its Velcro pad and head phones are on the shelf.
7. Please remember to close and **LOCK** the printer door.
8. Unit is now closed down.

**Copy all information from your Statement Sheet onto the remaining three Statement Sheets and have all poll workers sign.**

## **Packing Up**

All poll workers should stay with the Judge of Elections until the Judge is ready to leave.

1. Place on the **exterior door** of your polling place:
  - One Return Statement Sheet
  - One Results Report from each ICP scanner
  - One Write in Report from each ICP scanner
2. Letter Envelopes A-I, K
  - **Envelope K** Contains:
    - Record of Assisted Voters and Declarations of the Need for Assistance to Vote
    - Place and seal in Envelope A
  - **Envelope I** Contains:
    - One Return Statement Sheet
    - One Return Results Report (printed from each scanner)
    - Remains unsealed and is delivered to the Elections Office
  - **Envelope H** Contains:
    - One Elections Officers' Oath
    - Place and seal in Envelope B
  - **Envelope G** Contains:
    - One Elections Officers' Oath
    - Place and seal in Envelope A
  - **Envelope F** Contains:
    - One Numbered List of Voters
    - Place and seal in Envelope B
  - **Envelope E** Contains:
    - One Numbered List of Voters
    - Place and seal in Envelope A
  - **Envelope D** Contains:
    - One Return Statement Sheet
    - One Return Results Report (printed from each scanner)
    - Place and seal in Envelope B
  - **Envelope C** Contains:
    - One Return Statement Sheet
    - One Return Results Report (printed from each scanner)
    - One Zero Report (from each scanner)
    - Place and seal in Envelope A
  - **Envelope B** Contains:
    - Envelope D
    - Envelope F
    - Envelope H
    - Seal with a gold seal
    - **Give to Minority Inspector to keep for one year**
  - **Envelope A** Contains:

- Envelope C
  - Envelope E
  - Envelope G
  - Envelope K
  - Seal with a gold seal
  - **Judge delivers to Elections Office. Place Envelope A in your Canvas Return Bag.**
2. The following forms go into your **Notes Envelope**. When complete, place Notes Envelope in your Canvas Return Bag.
    - a. Registration Forms
    - b. Affidavit of Voter Identification
    - c. Affirmations of Elector
    - d. Notes Form
  3. Place only the poll books in the black bag. Zip and seal with one of the plastic ties from the white box.
  4. Place the following items in your Canvas Return Bag:
    - a. Blue Cartridge Bag
    - b. Lanyard with card and keys
    - c. Envelope A
    - d. Envelope I
    - e. Pay Sheet
    - f. Notes Envelope
    - g. Voted Provisional Ballots
    - h. Spoiled Ballot Envelope
    - i. Emergency Ballot Envelope
    - j. American Flag
    - k. Elections supplies (empty your white box and place supplies in Canvas Return Bag) and any postings and unused forms
  5. The following items remain at your polling place. Please return everything to the supply closet:
    - a. Voting machines
    - b. PPE boxes (please pack up the boxes)
    - c. Wire for the Vote Here signs
    - d. Extension cords and bags
    - e. Privacy screens
  6. Bring the following with you to your drop off location:
    - a. Rolling blue ballot bag
    - b. Completed Canvas Return Bag (see checklist above) with Blue Cartridge Bag
    - c. Black leather poll book bag
    - d. Empty white box

**\*\*Be considerate and leave the polling place the way you found it\*\***

## **Returning to the Admin Center or Parks Garage**

You have been assigned a drop off location at one of the following locations (address and directions below).

**John Rudy Parks Garage only will be available until 11:00 PM. If you are arriving after 11:00 PM at John Rudy to drop off, you must go to the Administrative Center! When in doubt, go to the Administrative Center. Please call the after-hours cell phone if you are dropping off at a different location from where you were assigned (717-487-3382).**

### **Administrative Center (Old Courthouse)**

28 East Market Street

York, PA 17401

Enter through George Street. Turn east onto East Mason Avenue. Park in the Wells Fargo lot and bring in your supplies. Exit through South Court Avenue and turn left onto East King Street or through the Wells Fargo alley and turn right on Market Street.

### **John Rudy Parks Garage (until 11:00 PM ONLY)**

400 Mundis Race Road

York, PA 17406

There will be signs directing traffic. Look for “JOE” or “Judge of Elections”. Pull into the garage and staff members will assist with collecting your supplies.

**Congratulations for completing an election and  
THANK YOU for your service to the voters of York County!**